

Universal Recycling Ordinance Checklist

- ☐ **REPORT:** Submit **Recycling Plan Form** with complete information
- ☐ **RECYCLABLE MATERIALS:** Does onsite recycling service accept at least the following:
 - Paper, including mixed paper and office paper
 - Plastic bottles grades 1 (PETE) and 2 (HDPE)
 - Glass bottles and jars
 - Aluminum cans
 - Corrugated cardboard
 - **Substitute Recyclable Materials:** If the service does not accept the above materials, has the property requested approval of one or more substitute materials, and if so, has ARR approved the request?
- ☐ **CAPACITY: Does the recycling service capacity meet URO requirements?**
 - **Multifamily Property** – Does the recycling service provide at least 6.4 gallons per week per dwelling unit of service capacity?
 - **Commercial Property** – Is the recycling service capacity at least 25% of the total of trash and recycling service capacity?
- ☐ **CONTAINERS:**
 - **Exterior Containers** – Is an exterior recycling container within 25 feet from each exterior landfill trash container? If not, has the property requested a waiver through the Recycling Plan form and if so, has ARR approved it?
 - **Interior Containers** – Recommendations to maximize recovery and minimize contamination:
 - In common areas, place recycling containers next to trash containers for equal convenience.
 - Color-code interior containers: blue for recyclables; green for compostables; black or brown for trash
- ☐ **AWARENESS**
 - **Signage**
 - “Recyclables” decals
 - Materials
 - Bilingual (English and Spanish)
 - **Education** – Does education to employees or tenants meet these requirements?
 - Frequency of education
 - Within 30 days of move in or employment
 - Yearly for all tenants or employees
 - Content
 - Materials recycled
 - Container locations
 - Bilingual (English and Spanish)